

**REQUEST FOR PROPOSAL
CONSTRUCTION MANAGEMENT SERVICES
March 31, 2023
Oak Park and River Forest High School District 200**

REQUEST FOR PROPOSAL

Introduction

The Board of Education for Oak Park and River Forest High School District 200 is soliciting Statements of Interest, Qualifications and Proposals from qualified firms to provide comprehensive Construction Management Services as Constructor to assist the School District in the planning (pre-construction), bidding, construction, close-out and occupancy of planned improvements. The scope of the work is further outlined in the Project Information section.

This RFP is not an Invitation to Bid; responses will be evaluated on the basis of the relative merits of the qualifications. There will be no public opening or reading of responses received by the School District pursuant to this request.

RFP Submission

RFP submissions are due by April 21st, 2023 at 12:00 p.m. local time.

Please submit one (1) bound copy and one digital copy (on USB drive) to:

Jeff Bergmann
Director of Construction
Oak Park and River Forest High School District 200
201 N. Scoville Avenue
Oak Park, Illinois 60302

Qualifications must be enclosed in a sealed envelope (or other sealed container): the submission must clearly display "Request for Proposal – Construction Management Services" for School District 200 and the respondent's company name.

Submittals should be prepared as standard 8-1/2" x 11" letter size, and shall be limited to 75 pages, exclusive of required attachments. Adherence to the maximum page criterion is critical. Each page side with criteria information will be counted toward the maximum number of pages. Front and back covers, table of contents pages and tabbed divider pages will not be counted if they do not contain submittal information.

The District will only accept written responses with an electronic copy on an electronic storage device. Timely delivery of submissions is the responsibility of the Respondent.

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District Schedule to Award the CM Services

RFP Released	03/31/2023
RFP Pre-Submission Meeting / 9:00am	04/07/2023
Last date to submit questions/clarifications / 12:00pm	04/17/2023
RFP Due to District / 12:00 pm	04/21/2023
RFP Interview List Released	04/28/2023
Interview Process	05/01/2023 – 05/03/2023
Committee recommends firm for Board Approval	05/04/2023
Award by the Board of Education	05/25/2023

Respondents' Inquiries and Addenda

All questions shall be submitted in writing to **Jeff Bergmann** who can be reached at **708-434-3197**, or via email at JBergmann@oprfs.org.

Any responses to questions, or changes in this RFP, shall be issued in writing as an addendum. Oral and other interpretations or clarifications will be without legal effect.

General Information, Notifications and Purpose

- a) Respondents are advised to carefully review all sections of this RFP carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the submittal. Qualifications which depart from or materially alter the terms, requirements, or scope of work defined by this Request may be rejected as being nonresponsive.
- b) Joint venture and cooperative qualifications may be considered, provided that their use is clearly indicated in the submitted qualifications.

General Terms and Conditions

The purpose of this Request for Proposal is to identify an experienced Construction Management Services firm with the best combination of qualifications, to develop the program efficiently and effectively with respect to process, quality control, safety, time and cost.

Construction Manager as Constructor (CM/c) - The CM will all hold the contracts after assignment by the Board and thus undertake the schedule risk, have greater control of the finances/allowances once awarded, issue the checks/administer pay requests and will provide contract enforcement administration.

The District reserves the right to award contracts for various projects to multiple or single respondents. The School District reserves the right to waive informalities and irregularities in the qualifications received. The School District reserves the right to terminate this RFP at any

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stage and/or reissue a subsequent solicitation. The District will remedy or waive technical errors in the RFP process when in the best interest of the District.

The Respondent(s) whose submittal(s) is deemed to be the most qualified, advantageous and in the School District's best interests as determined by the selection committee may be submitted to the Board of Education for approval. The Board of Education may act to approve, reject or delay award of the contract based on the recommendation of the selection committee.

The School District reserves the right to contact any Respondent for clarification, additional interviews, negotiate or terminate negotiations if such is deemed desirable by the School District.

All proposals must comply with applicable Illinois law including the payment of prevailing wages by all contractors working on public work projects and Criminal Background Investigation. Proposals must comply with the Illinois statutory requirements regarding labor, including equal employment opportunity laws.

All costs associated with developing or submitting proposals in response to this request, or to provide oral or written clarification of its content shall be borne by the respondent. The School District assumes no responsibility for these costs. This RFP does not commit the School District to pay any costs incurred in preparation for submission of a response or in anticipation of a contract.

This RFP does not commit the School District to enter into a contract. The School District reserves the right to reject any/all submissions, award one contract, award multiple contracts, or delay award of contract(s) beyond the date specified, in response to this RFP.

School District Background

OPRF – WHO WE ARE...

Oak Park and River Forest High School, or **OPRF**, is a comprehensive public high school located in Oak Park, Ill., a suburb eight miles due west of downtown Chicago. We are a one-school district, with most of our students coming from two feeder districts, River Forest Public Schools District 90 and Oak Park Elementary School District 97. We offer more than 200 courses, a variety of programs for students with special needs, 75 clubs and activities, and 29 competitive sports. We prepare our students well for post-secondary success, with an average ACT composite score of 24 and a 94% graduation rate.

Oak Park and River Forest are communities that highly value diversity. OPRF is a founding member of the national Minority Student Achievement Network, and our school is racially and economically diverse, with about 44% of our 3,300 students identifying as African-American, Hispanic, multiracial, or Asian. Our villages have long embraced the LGBTQ community, and we have a significant mix of homeowners and renters.

We seek faculty and staff who have high expectations for **all** students, and who value student voice in education. As a school, we are particularly focused on closing opportunity

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gaps for our students of color.

OPRF is an equal opportunity employer that provides **equal employment opportunities** to all without regard to race, color, religion, sex, national origin, age, disability or genetics. **OPRF's goal is to increase its representation of people of color.**

IMAGINE Master Plan

On December 20th, 2018 the school board approved project scopes for the five major renovation projects covered in the IMAGINE plan. In June of 2020, the District broke ground on Project 1, which is slated to be fully completed by the end of the summer of 2023.

On April 28th, 2022 the school board approved moving forward with Phase 1 of the design work for Project 2, which took the design work through Schematic Design to allow the school board to set an updated budget based on current market conditions and a more developed level of design. On February 23rd, 2023 the board set the final scope for Project 2. In April of 2023, the board will be finalizing funding decisions, which will be known prior to the interview portion of this process.

Project Information

The project is subject to approval of budgets and funding by the Board of Education. The Board may suspend the project at any stage up to and including following receipt of bids.

Work will include demolition, renovation and new construction.

Project 2 is comprised of the following:

- Demolition of the existing Southeast Corner of the building
- Renovation of Existing Theater Green Room
- New Theater Dressing Rooms
- New Costume Workshop/Storage
- Pool, Observation Gallery, and Associated Support Spaces
- 3 Court Gymnasium
- Weight Room
- Dance Studio
- Yoga/Self Defense Studio
- Locker Rooms
- Offices
- 2 P.E. Classrooms

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- ADA-compliant elevator
- Commons/Pre-Function Gathering Spaces
- Green Roof
- Infill existing West Pool with new Trainer’s Room and Adaptive P.E.
- Renovation of Existing 1st Floor Corridor
- Installation of Infrastructure for Future Solar Array
- New Prop Workshop/Storage

Project Budget (Construction Costs):

If 2024 Construction Start Date is Funded: \$101,756,790.00
 If 2025 Construction Start Date is Funded: \$107,809,206.00

Milestone Project Schedule (if No Referendum Funding Option is Selected):

ID:	Phase/Task:	Duration:
1	Programming/Planning (Complete)	3/7/2022 – 4/29/2022
2	Concept Design (Complete)	5/2/2022 – 6/17/2022
3	Schematic Design (Complete)	6/20/2022 – 9/16/2022
4	SD Board Presentation (Complete)	10/27/2022
5	BoE to Set Project 2 Scope (Complete)	2/23/2023
6	BoE Project 2 Funding Discussions	4/27/2023
7	CM RFP/RFQ	3/31/2023 – 4/21/2023 (3 weeks)
8	CM Shortlist	4/24/2023 - 4/28/2023 (1 week)
9	CM Interviews	5/01/2023 – 5/03/2023 (1 week)
10	CM Recommendation to BoE	5/04/2023 (1 day)
11	Board of Education Award	5/25/2023
12	Enabling Works Bid Docs	4/03/2023 – 6/16/2023 (11 weeks)
13	Enabling Works Out to Bid	6/20/2023 – 7/12/2023 (3 weeks)
14	Enabling Works Scope Reviews/Rec	7/13/2023 – 7/20/2023 (1 week)
15	Enabling Works Bid Award	7/27/2023
16	Design Development	5/1/2023 – 7/21/2023 (12 weeks)

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17	Estimate (DD)	7/24/2023 – 8/18/2023 (4 weeks)
18	Board of Education Presentation	8/24/2023
19	Construction Documents	7/24/2023 – 11/10/2023 (16 weeks)
20	Estimate (50% CD's)	9/11/2023 – 10/6/2023 (4 weeks)
21	Board of Education Presentation	10/12/2023
22	Project Out-To-Bid	11/14/2023 – 12/19/2023 (5 weeks)
23	Pre-Bid Meeting	TBD
24	Bid Opening	12/19/23 (1 day)
25	Scope Reviews / Award Rec.	12/20/2023 – 1/04/2024 (2 weeks)
26	Board of Education Presentation	1/25/2024
27	Procurement/Mobilization	1/26/2024 – 6/2/2024 (18 weeks)
28	Commence Construction	6/3/2024
29	Substantial Completion	TBD. Must be prior to 8/07/2026

Milestone Project Schedule (if Referendum Funding Option is Selected):

ID:	Phase/Task:	Duration:
1	Programming/Planning (Complete)	3/7/2022 – 4/29/2022
2	Concept Design (Complete)	5/2/2022 – 6/17/2022
3	Schematic Design (Complete)	6/20/2022 – 9/16/2022
4	SD Board Presentation (Complete)	10/27/2022
5	BoE to Set Project 2 Scope (Complete)	2/23/2023
6	BoE Project 2 Funding Discussions	4/27/2023
7	CM RFP/RFQ	3/31/2023 – 4/21/2023 (3 weeks)
8	CM Shortlist	4/24/2023 - 4/28/2023 (1 week)
9	CM Interviews	5/01/2023 – 5/03/2023 (1 week)
10	CM Recommendation to BoE	5/04/2023 (1 day)
11	Board of Education Award	5/25/2023
12	Referendum Vote	3/19/2023
13	Enabling Works Bid Docs	4/03/2023 – 6/16/2023 (11 weeks)
14	Enabling Works Out to Bid	4/03/2024 – 4/24/2024 (3 weeks)

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15	Enabling Works Scope Reviews/Rec	4/25/2024 – 5/2/2024 (1 week)
16	Enabling Works Bid Award	5/23/2024
17	Design Development	3/25/2024 – 7/3/2024 (16 weeks)
18	Estimate (DD)	7/08/2024 – 8/18/2024 (4 weeks)
19	Board of Education Presentation	8/08/2024
20	Construction Documents	7/08/2024 – 11/08/2024 (18 weeks)
21	Estimate (50% CD's)	9/09/2024 – 10/03/2024 (4 weeks)
22	Board of Education Presentation	10/10/2024
23	Project Out-To-Bid	11/12/2024 – 12/17/2024 (5 weeks)
24	Pre-Bid Meeting	TBD
25	Bid Opening	12/17/24 (1 day)
26	Scope Reviews / Award Rec.	12/18/2024 – 1/03/2025 (2 weeks)
27	Board of Education Presentation	1/23/2025
28	Procurement/Mobilization	1/24/2025 – 6/1/2025 (18 weeks)
29	Commence Construction	6/2/2025
30	Substantial Completion	TBD. Must be prior to 8/04/2027

Selection Criteria and Process

The tentative dates for interviews (subject to change as may be required) are the week of May 1st, 2023. A reasonable inquiry for additional information may be conducted by the District as to respondents' past performance, financial stability, and ability to perform on schedule, within budget, and in a fashion which results in customer satisfaction with quality results.

The timing of the research may precede or follow the interview process as determined in the best interest of the District. Respondents are solely responsible to promptly supply additional information to the District in connection with such inquiries. The promptness, accuracy, and cooperation of respondents in responding to such inquiries may be grounds for determination of non-responsiveness as determined by the District.

A final evaluation of all the presenting Respondents will be made by the Selection Committee in order to determine the best qualified for the project.

The Selection Committee shall determine the selection of respondents for the interview process by reviewing the written qualifications of the respondents based on the responses to

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the RFP. A “short list” of no more than **3** firms will be developed. These firms will be invited to make a presentation before the Selection Committee.

The Selection Committee will be making a recommendation to the Board of Education on the chosen Respondent upon completion of the interview process. The Selection Committee may rank the firms making the presentations to determine a recommendation or immediately reach a recommendation. Each of interviewed respondents shall be evaluated on their qualifications. At the conclusion of all interviews the District will open each proposal provided in a separate sealed envelope.

Recommendation by the selection committee is based on the combination of the proposer’s response to the Submittal Requirements, the composition and qualifications of the proposer’s staff for this project and the interview process, and proposed fee and costs.

The Selection Committee recommended firm will be submitted to Oak Park and River Forest HS District 200 Board of Education for approval. The School District, following Board Approval, may then enter negotiations with the selected firm and ultimately execute a contract upon completion of negotiated contract terms and fees. The final contract terms and fees must be approved by the Board of Education.

SCOPE OF CONSTRUCTION MANAGEMENT SERVICES

The construction manager’s scope of work shall include, but not be limited to, the following list of services:

PRE-CONSTRUCTION PHASE SERVICES

Administration: The construction manager (CM) shall attend and participate in all design phase team meetings as requested by the District or their Architect. The CM shall prepare a site logistics, utilization and phasing plans for review by the Owner and their Architect/Engineers.

Estimating: The CM shall provide the following estimates and associated potential Value Engineering Estimate updates:

100% Design Development Documents

50% Construction Documents

***Provide a sample work product of the estimate (Bound separately and will not count against 75-page count submittal)**

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Scheduling: Develop a detailed master project schedule (with the District and their Architect) upon award. This schedule should be developed using a nationally recognized computerized scheduling program. The schedule will include all phases of the work: design (obtained from Architect), bidding, Board approval of the contracts and all construction activities through close out of the project.

***Provide a sample work product of the schedule. (Bound with sample estimate and will not count against 75-page count submittal)**

CONSTRUCTION PHASE SERVICES:

General Administration: Maintain a competent and sufficient number of full-time field staff to administer the work of the Project, coordinate, and supervise the work. The CM shall conduct weekly meetings with the project team and all trade contractors and prepare and distribute meeting minutes for all parties. During early phases of the project, conduct MEP coordination meetings as necessary to facilitate effective use of interstitial spaces.

Reporting/Communication: On a weekly basis prepare a detailed project report updating the Owner with cost, schedule, safety, quality and other pertinent project facts. Maintain a daily log of construction activities and photographic log of the projects' progress. On a weekly basis, hold an informational meeting with the user groups and other Owner personnel to provide with an overall update of the Project's progress. Develop and maintain computerized information management systems to monitor costs, requests for information, change order status, submittals and all other Project information. Architect and Engineers will interface with Architect's project management application - Newforma.

Project Accounting: On a monthly basis, gather all trade contractor and supplier invoices and summarize overall project billing in a format acceptable to the Owner. Process payment requests, collect waivers from trade contractors and suppliers, and collect certified payroll from trade contractors. Review, negotiate and recommend action regarding all trade contractor change order requests prior to submission to architect and Owner for review. Continuously incorporate changes into the overall project budget to maintain an accurate estimate of total project costs. Maintain required insurance and obtain required performance and payment bonds, and/or obtain any required bonds and insurance certificates from all contractors and suppliers.

Requests for Information/Submittals: Review and forward to the Architect and/or Owner all trade contractor requests for information and submittals. Maintain a date sensitive computerized log of all such documents indicating current status of each.

Permits/Inspections: Secure all necessary local, state and federal permits, inspections and certificates of occupancy for the new and renovated facilities. Additionally, the CM shall

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coordinate all commissioning requirements.

Self-Performance: Oak Park and River Forest District 200 does not intend for the CM to self-perform any work, but does not eliminate this option.

O and M Manuals/As-Built: Prepare and turn over all O and M manuals for all equipment to the Owner. Throughout the project maintain an accurate set of as-built documents for the Owner incorporating all aspects of the construction.

Training/Start Up: Coordinate equipment training for appropriate staff of the Owner to ensure smooth transition of building operation. Administer start up and testing of all equipment by manufacturer's representatives.

Warranty: Obtain appropriate guarantees and warranties from all applicable trade contractors and suppliers. Provide copies or same to Owner. Enforce provisions of warranties and guarantees with appropriate parties.

**Submittal Requirements-Provided by the Construction
Manager Candidate**

Qualifications should include information regarding the proposer's experience and approach relating to the subsequent design and construction phases of the Project. RFP submission must include the following:

Letter of Transmittal: A one-page Letter of Transmittal signed by an owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request. The letter must contain a commitment to provide both the services described herein and the personnel proposed for the assignment. The Letter of Transmittal should identify all addenda received by the Respondent. Joint Ventures require signatures from all firms participating in the Venture.

Executive Summary: The executive summary is intended to highlight the contents of the Proposal and to provide the School District evaluators with a broad understanding of the Respondent's technical approach and ability.

General Information:

- a. Name, address and telephone of firm including involvement in industry organizations.
- b. Name and title of contact person.
- c. Name of officers in firm and an organizational chart (one page).
- d. Brief history of firm (one page).
- e. Overview of specific qualifications and projects within the K-12 school market

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- f. Names of school districts and descriptions of the work performed by your firm for projects similar to Project described herein in size, scope and complexity.
- g. Additional information that the Respondent feels is a unique qualification and is of direct benefit to the District.

Project Staffing: The education, training and qualifications of the proposed Project staff including; Principal-in-Charge, Project Executive, Project Manager, and Construction Superintendent for this Project. Describe total experience in construction management of each of the proposed Project Team Members. Note separately projects performed by personnel while with another firm and/or organization. (Please note that each CM may vary the type and amount of staff assigned to the Project. Each CM will have to justify the inclusion or exclusion of staff for the Project. The District must make a selection based on their unique needs and desires)

- a) Project Executive (minimum 15 years' experience in K-12 Projects).
- b) Project Manager (minimum 5 years' experience in K-12 Projects) and include percentage of time Project Manager will be on site.
- c) Construction Superintendent (minimum 10 years' experience in K-12 Projects) and include percentage of time Superintendent will be on site.
- d) Assistant Superintendent (if Needed).
- e) Project Engineer (if needed).
- f) Administrative Staff.
- g) Safety Personnel.
- h) Any other assigned staff.

Experience and References: Profile several educational clients and/or projects specifically related to our construction management needs that your firm has performed within recent years.

Provide a brief overview of other K-12 school districts your firm has worked with that illustrates the depth, experience and service capabilities of your firm with K-12 school clients:

- a) Number of years the firm has provided Construction Management Service for school projects.
- b) Provide a minimum of three (3) projects of similar scope and type your firm has completed in the past five years, including:
 - 1. Project name, location and School District: Name, title, telephone number and email of School District contact,
 - 2. Name, address, telephone number and email of project architect, and
 - 3. Project description including size in square feet, schedule, and services provided.

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- c) Describe the planning processes your firm has developed that illustrates the depth, experience and service capabilities of your firm.
- d) Define your insurance coverage and bonding limits.

List all public sector Construction Management Projects that your firm is currently involved with, and the estimated value of each. Include state of completion and contact person.

List five (5) contractor references with whom your organization has worked with in the past twelve (12) months. Submit company name, contact person, and phone number.

List five (5) K-12 client references with whom your organization has worked with on similar projects in the past five (5) years and include their contact information.

Supporting Data: Include any other supporting data which you feel will assist the District in evaluation of your firm.

Service Offerings/Approaches

- a) Provide a brief overview of your firm including the number of years the firm has provided construction management services.
- b) Describe the firm's view and approach the role of District Construction Manager in partnering with the School District and Architect.
- c) Student Safety and Criminal Background Investigation. Discuss the firm's approach to site safety during the construction phase and how the firm keeps students and faculty safe from all dangers.
- d) Describe the firm's approach to developing bid packages, managing the bid process and awarding trade contracts. Approach to public bidding, understating and experience with public bidding law, bid review and negotiation.
- e) Describe the firm's plan for screening contractors who bid on the various portions of the job.
- f) Describe the firm's handling of "change orders" during construction.
- g) Describe the firm's handling of "cash allowances" included in the contractor's bid.
- h) Describe the firm's familiarity and assistance with obtaining grants.
- i) Describe how you provide cost estimates including outlining the phases of the project and detail of the work. Discuss the approach to cost reduction at various points in the design, bidding, and construction process. Provide an example of proposed cost reduction developed on a recent project during the pre-construction phase.
- j) How does the firm schedule a project from the earliest conceptual stages through construction? How does the firm maintain project schedules? Describe the firm's approach in providing fast track or accelerated construction.

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- k) Describe the firm's approach to integrating quality assurance during the pre-construction phase and maintaining quality assurance during the construction phase.
- l) Describe the firm's approach to close-out, equipment start-up and follow-up on construction related issues including warranty
- m) District 200 has established Sustainability Goals that any project will need to align with. Describe the firm's approach to sustainable construction methods, with specific focus on experience on projects that were high performance sustainable design projects.

Litigation: Litigation and Ethics Information: List any current or concluded litigation involving your company within the past five (5) years specifically including client involvement. Describe your company's involvement in the matter and the outcome of the matter if concluded.

Compensation:

The Construction Manager shall provide fee and costs proposal in a separate sealed envelope. (Envelope shall be labeled "Fee and Costs Proposal") Owner will open proposals at the conclusion of all interviews.

- a. Staff Hourly Rates-List all staff for project
- b. Typical General Conditions Cost Structure (minimum list for "apples to apples comparison) Identify if the following are additional costs, included in the base outlined fee structure or purchased through the trade bids.
- c. Professional Fee
- d. Insurance
- e. Builders Risk Insurance
- f. Describe Allowances that may be included in trade packages for bidding.